Important Notes for All Housekeeping Sheets

- Each sheet must reflect the work schedule: **Monday to Friday, 8:00 AM – 4:30 PM.**
- Sheets will be prepared separately:
  - One for Doris
  - One for Rusmery
  - One for Iliani
- The completed sheet must be submitted to Anite weekly.
- The housekeepers are informed that Anite will perform supervisory reviews via security cameras or walks.

---

4. Security Rounds – Monitoring Points

During every round, special attention must be given to:

1. Pool area
2. Balconies
3. Parking lot area
4. Elevators (via cameras)
5. Lobby
6. Pump House

Security Rounds Schedule

The following rounds must be completed daily:

- **Round 1:** Between 2:30 AM – 3:00 AM (Allan)
- **Round 2:** Between 5:00 AM – 5:30 AM (Allan)
- **Round 3:** Between 8:30 AM – 9:00 AM (Albert)
- **Round 4:** Between 12:30 PM – 1:00 PM (Albert)
- **Round 5:** Between 4:00 PM – 4:30 PM (Israel)
- **Round 6:** Between 7:30 PM – 8:00 PM (Israel)
- **Round 7:** Between 11:00 PM – 11:30 PM (Israel)

Weekly Security Rounds Sheet

A **weekly sheet (Monday–Sunday)** will be created to cover 24 hours per day, including the established round times listed above.

- Trash chutes

3 times per week:

- Gardens
- Pool chairs and tables

Additional inspections: Daily

- BBQ grills condition
- Tennis court
- Basketball court

B. Rusmery – Weekly Inspection Sheet

Daily (Monday–Friday):

- Elevators
- Lobby
- Back lobby
- Cafeteria
- Trash chutes

Every Tuesday:

- Storage rooms inspection

C. Iliani – Weekly Inspection Sheet

Daily (Monday–Friday):

- Gym
- Public restrooms (4)
- Commercial spaces (locals)

Once per week:

- Pump house
- Fire pump house
- All stairwells

ANITE – TASKS & PROCEDURES

Week: February 12–19, 2026

---

1. Cleaning Rounds – CA

Schedule:

- Tuesday and Thursday
- 2:00 PM

Instructions:

- Evidence must be sent through the group chat.
- The housekeepers may send photos showing completed corrections.

---

2. Security Protocol During Hanny's Off-Duty Hours

During the hours when Hanny is out of the office, the following protocol must be followed:

1. **First contact:** Anite.
2. Anite will acknowledge the message in the chat.
3. If the situation is unclear, requires decision-making, or is an extraordinary case, Anite will contact Hanny.
4. Anite will communicate the resolution and instructions to Security while Hanny is off duty, with Hanny's consent.

---

3. Importance of Area Inspections by Housekeeping

It is essential that each housekeeper performs detailed inspections of their assigned areas.

We will create **separate weekly sheets (Monday–Friday, 8:00 AM – 4:30 PM)** for each housekeeper:

A. Doris – Weekly Inspection Sheet

Daily (Monday–Friday):